

Salford CVS

Digital Inclusion Fund

2025



Small Grants of £250 - £500

to enable VCSE organisations to access digital technologies and support, at one of Salford's new 'Connect 15' centres

Who can apply?

This fund is only open to organisations that meet the eligibility criteria below:

• Constituted as a voluntary, community or social enterprise (VCSE) organisation	
• Full members of Salford CVS only	
• Based in Salford OR have a strong track record of delivery in Salford	
• Have a turnover of £250,000 or less	
• With an organisational Bank Account with 2 signatories who are not related to each other	
• Fully up to date with grant reporting to Salford CVS	
• Submit a completed application by 12:00noon on Wed 16th April	

The Digital Inclusion Fund is managed by Salford CVS
on behalf of Salford City Council

About the Connect 15 programme

Salford Council's 'Connect 15' programme, is all about enhancing digital inclusion in Salford. We're expanding digital skills spaces, engaging with residents, and developing Digital Champion services to make sure everyone has the opportunity to get connected and stay connected.

The Connect 14 programme is funded by the Greater Manchester Combined Authority.

About the new Connect 15 centres

Salford Council is working with various partners to establish free-to-access Connect 15 centres for local communities to make use of new digital technologies with support from a team of Digital Champions.

Connect 15 centre	Address
Eccles Library	28 Barton Lane, Eccles, M30 0TU
The Hive Wellbeing Hub	185 Manchester Road M27 4FA
The Tatton	172 Tatton Street, Salford M5 3PS
The Shed - Salford Foundation	6 Acton Square, Salford M5 4NY
*The Women's Centre - Salford Foundation	3 Jo Street, Salford, M5 4BD
Salford Loaves and Fishes	1 Paddington Close, Salford M6 5PL
Women with Wings	26 Little Hulton District Centre, Little Hulton, M28 0AU

*for women-only sessions

What digital technology is available?

A range of newly-purchased digital kit is available at the Connect 15 centres:

- Large digital screens
- Virtual Reality Headsets
- [Echo Show 5's](#)
- A set of 10 laptops ([Chromebooks](#))
- Tablets
- Digital video camera



Some of the new digital kit available at the Connect 15 centres.

Support from a team of trained Digital Champions

Salford Council has recruited a team of Digital Champions to assist people in making best use of new digital technology at the Connect 15 centres. Whether your group is made up of beginners, experts or of mixed ability, help is on hand get you connected and help you learn new digital skills.

About the Digital Inclusion Fund

Salford-based VCSE organisations are invited to apply for a small grant of £250 - £500 to enable their staff, volunteers and beneficiaries to:

a) Improve digital skills

We want to help participants improve their digital skills and gain confidence in using digital tools and technologies. If you have ideas on how to achieve this (e.g. digital skills sessions and workshops), we want to hear from you!

b) Support Intergenerational Learning

If you have ideas for activities that bring younger and older participants together, we want to hear from you.

c) Utilising innovative technologies

The Connect 15 centres feature Virtual Reality headsets and Echo Show 5's. If you have innovative ways to use these technologies, we want to see your proposals.

d) Supporting wellbeing and inclusion

Technologies like Virtual Reality and Echo Show 5 can help support wellbeing and independent living. If you can help improve participants' access to health and wellbeing services online, we want to hear more.

You may want to focus on getting to understand the technology, or you may have a particular digital project in mind.

If you have ideas of how to involve your community in this exciting new initiative, then we're keen to hear from you.

Some ideas to get you started

(not restricted to these locations)

- 1. Digital Storytelling Workshops:** Older adults can share their life stories and experiences, which can be recorded and edited by younger participants using digital tools. This can foster intergenerational bonding and improve digital literacy.
- 2. Virtual Reality Travel Experiences:** Use VR Quest to take older adults on virtual tours of places they have always wanted to visit. This can be a fun and engaging way to introduce them to new technology.
- 3. Alexa for Daily Living:** Workshops on how to use Alexa for reminders, playing music, and controlling smart home devices to enhance independent living.

Eccles Library

- 1. Coding Clubs for All Ages:** Organise coding clubs where younger participants can teach older adults basic coding skills. This can be a great way to bridge the generational gap and promote digital literacy.
- 2. Digital Book Clubs:** Use e-readers and digital platforms to host book clubs where participants of all ages can discuss their favourite books and share recommendations.
- 3. VR Learning Sessions:** Use VR Quest to create immersive learning experiences on various topics, such as history, science, and art.

Loaves and Fishes

- 1. Digital Skills for Employment:** Provide training on how to use digital tools for job searching, CV building, and online applications. This can be particularly beneficial for those seeking stable accommodation and employment.
- 2. Language Learning with Alexa:** Use Alexa to support immigrants and asylum seekers in learning English through interactive language lessons and practice sessions.
- 3. Virtual Support Groups:** Create virtual support groups using VR Quest where participants can connect with others facing similar challenges and share experiences.

The Hive

- 1. Community Digital Cafes:** Set up digital cafes where community members can drop in to learn about digital tools, get help with devices, and participate in digital literacy workshops.
- 2. VR Wellness Programs:** Use VR Quest to offer virtual wellness programs, such as guided meditation, virtual nature walks, and fitness classes.
- 3. Alexa for Community Engagement:** Teach participants how to use Alexa to stay informed about community events, access local services, and connect with others.

The Tatton

- 1. Digital Art and Photography:** Host workshops on digital art and photography, where participants can learn to create and edit digital content using various tools and apps.
- 2. VR Cultural Experiences:** Use VR Quest to explore different cultures and traditions around the world, fostering a sense of global awareness and understanding.
- 3. Alexa for Accessibility:** Provide training on how to use Alexa to access audiobooks, news, and other resources, making information more accessible to everyone.

The Shed - Salford Foundation

- 1. Digital Skills for Mental Health:** Offer workshops on using digital tools and apps to manage mental health, such as meditation apps, online therapy platforms, and mental health resources.

2. VR Job Training: Use VR Quest to provide immersive job training experiences, such as virtual interviews and workplace simulations.

3. Alexa for Daily Support: Teach participants how to use Alexa for daily support, such as setting reminders, accessing information, and connecting with support services.

The Women's Centre - Salford Foundation

1. Digital Empowerment Workshops: Provide training on using digital tools for personal development, such as online courses, digital portfolios, and social media for networking.

2. VR Self-Care Sessions: Use VR Quest to offer virtual self-care sessions, such as guided relaxation, virtual spa experiences, and mindfulness exercises.

3. Alexa for Safety and Support: Teach participants how to use Alexa for safety and support, such as accessing emergency contacts, finding local resources, and staying informed about safety tips.

Women with Wings

1. Digital Entrepreneurship: Offer workshops on using digital tools to start and manage a business, such as creating a website, using social media for marketing, and managing finances online.

2. VR Business Simulations: Use VR Quest to provide immersive business simulations, where participants can practice running a virtual business and making strategic decisions.

3. Alexa for Business Support: Teach participants how to use Alexa for business support, such as setting reminders, managing schedules, and accessing business resources.

What can a grant be spent on?

Successful applicant organisations can use their grant to cover:

- Staffing costs
- Volunteers' expenses
- Promotion and publicity
- Transport costs for beneficiaries to access Connect 15 centres
- Any other reasonable project costs

How long will we have to spend the grant?

Successful applicants have 6-months to fully utilise their Digital Inclusion grant. However, all projects must provide simple feedback on progress by Monday 9th June.

Who can apply?

To apply, your group or organisation must meet the following eligibility criteria:

- Constituted as a voluntary, community or social enterprise (VCSE) group or organisation
- Maximum annual turnover of £250,000
- Full membership of Salford CVS at the time of application
- Based in Salford **OR** have a strong track record of delivery in Salford
- Have an organisational bank account with two signatories who are not related to each other **OR** a holding account at Salford CVS
- Fully up to date with grant reporting to Salford CVS

What policies and other documentation are required?

All organisations will be expected to have the following policies in place at the time of application:

- a) Health and Safety policy
- b) Equality/Diversity Statement or Policy
- c) Public Liability Insurance (cost can be included in budget)
- d) Risk assessments

...and if applicable to project activities:

- e) Volunteer Policy
- f) Safeguarding Adults policy
- g) Safeguarding Children policy

Please note: If your project involves working with children or vulnerable adults you will need to include a copy of the Safeguarding Policy.

How do we apply?

Please send the completed form by email to grants@salfordcvs.co.uk in Word format before the application deadline of **12:00noon, Wednesday 16th April**. Alternatively, applications can be posted to: Salford CVS, The Old Town Hall, 5 Irwell Place, Eccles, M30 0FN

Please note, late applications will not be accepted.

What support is available for applicants?

Accessibility

We want our grants programme to be accessible to everyone. If any part of our application process is a barrier to applying, please contact the Grants Team at grants@salfordcvs.co.uk or phone 0161 787 7795.

Support with your application

If you have any questions or concerns about completing the application form, or you would like to discuss your project proposal with a member of the Grants Team, please contact the Grants Team at grants@salfordcvs.co.uk or phone 0161 787 7795. The Grants Team are also available to provide a pre-application read-through and feedback.

Wider development support

The Development Team at Salford CVS offer practical support to VCSE organisations with developing policies, accessing volunteers, and accessing wider funding. For further information, visit our website at:

www.salfordcvs.co.uk/development-support

See our online Safeguarding in Salford resources:

www.salfordcvs.co.uk/safeguarding-salford

You can also contact our Development Team by phone 0161 787 7795 or email at:

office@salfordcvs.co.uk

How will applications be assessed?

- On receipt of applications, Salford CVS will undertake eligibility checks
- All applications that are eligible will be independently scored by an assessment panel who will meet to agree the awards
- Unsuccessful applicants will be provided with a summary of feedback from the assessment panel

What happens if we are awarded a grant?

Successful applicants will be notified of their grant by email. Please read the offer letter attached to the email in full, which contains important information about the grant including the amount awarded, any conditions, and next steps to claim the grant. Once the required documents have been received we aim to issue the grant by bank transfer within 5-10 working days.

Successful applicants will be informed of how to book in your chosen Connect 15 centre and access support from Digital Champions.

How will our project be evaluated by Salford CVS?

To enable reporting by Salford Council to its funder, grant recipients are required to provide a **simple progress report by Monday 9th June**.

After 6 months or when the project is complete (whichever is sooner) we also need **a short final report**. When the project is complete

We may also select your project for a monitoring visit (in person or remotely) to help us understand how you are getting on and if you're in need of any support.

As guardians of public money, Salford CVS requires all funded organisations to keep receipts for all project spend. We undertake spot-audits every year and you may be asked to provide evidence of your spending.

With your help in providing simple feedback Salford CVS can demonstrate how grants and investments can make a real difference in boosting digital literacy and connection in Salford. This is important in helping us report back to our funders and wider partners, and helps secure investment in our sector over the years to come.

Any further questions?

Please contact the Grants Team by phone 0161 787 7795 or email at:

grants@salfordcvs.co.uk

Completing Application Form

Contact Information

Question a) – Please give the name of the lead contact for this application / project. They will be the primary point of contact for all matters relating to this application and any successful project award.

Question b) – Please give a secondary contact. They will only be contacted if we have difficulty reaching the lead contact.

One of the contacts provided must be either on the management committee (for voluntary groups) or a senior member of staff.

About your organisation

Question 1) – Please give the full name of your organisation.

Question 2) – Please give the registered address of your organisation. If you don't have a registered address as such, please provide the address of your Chair.

Question 3) – Please give your organisation's turnover for the last full financial year.

Question 4) – Please tell us how your organisation is constituted, for example:

- Unincorporated Association or Community Group
- Company Limited by Guarantee
- Registered Charity
- Charitable Incorporated Organisation
- Community Interest Company
- Community Benefit Society
- Cooperative Society
- Other (give details)

Please note:

- All organisations must be not-for-private-profit
- Companies Limited by Guarantee must have an 'asset lock' to prevent the transfer of assets to individuals
- Some charities might also be a company limited by guarantee

Question 5) – Please give your organisation number (i.e. registered with the Charity Commission or Companies House). Please note that Unincorporated Organisations / Community Groups will not have an Organisation Number.

Questions 6) – Please provide links to your organisation's website and social media accounts (if applicable).

Questions 7-8) – We are keen to support all staffed organisations that pay a minimum wage of at least **£12.60 per hour** as set by the Living Wage Foundation. We also actively encourage organisations to become an accredited [Living Wage Employer](#). If you don't employ staff, please tick the 'not applicable' box (N/A).

Question 9)– If your organisation pays all staff at the real living wage rate of £12.60 or more, but is not accredited as a Living Wage Employer, you can request support from Salford CVS to meet your first year's accreditation fees.

Question 10) – We expect all organisations to have relevant policies in place at the time of application. Please note that that Public Liability Insurance costs can form an element of your bid. If you need advice or support on developing policies, please see the 'What support is available to applicants?' section above.

Please note that you will need to submit copies of the following documents along with your application:

- Safeguarding Adults Policy (only if applicable to your project)
- Safeguarding Children Policy (only if applicable to your project)

About the project

Question 11) – Please give your project a memorable name. This helps us identify the project should your application be successful.

Question 12) – Please give a brief description of the project that sums up what you plan to do (50 words max). This may be used in our publicity about the fund.

Question 13) – Please give your proposed project start and finish dates. Approximate delivery periods are provided on pages 4-5 of these guidance notes.

Question 14) – Please tell us which aspects of the fund (a-d) your project will be focused on. The priorities are described in more detail on pages 3-4 of these guidance notes.

Question 15) – Please select the technologies that your plan to use in your project.

Question 16) – Please tell us how many digital sessions you plan to deliver.

Question 17) – Please tell us which Connect 15 centre fits best with your needs. See page 2 of this document for addresses of each centre.

Question 18) – Please tell us what you intend to do with the grant if successful. Please give details of the practicalities involved in delivering your project, for example how you will use the money, what you plan to do, who will deliver the activities, the frequency of activities, when they will happen, how they will be promoted, etc. This activity must be recognisable in your project budget.

About your beneficiaries

Question 19) – Please use simple language to tell us who will benefit from the project. Mention anything that distinguishes them or that they have in common. For example, they might live in the same area, have a shared background or culture, or have similar hobbies or interests.

Question 20) – Please tell us how many people will benefit directly from the project. Be realistic – we are interested in funding organisations delivering good projects with a manageable number of beneficiaries. We are **not** looking to understand the number of times people interact with your project – so if someone will attend more than once, they should only be counted once in this figure.

Question 21) – As well as a direct impact on digital inclusion, your project might also achieve other **social, economic, or environmental benefits** for Salford. We refer to these wider benefits as **added social value**. This might include volunteering opportunities, spending your grant with local businesses or reduced need to travel (by training in using remote communication tools).

About the money

Question 22) – Please give an accurate breakdown of your project costs by describing each item. Please break down your calculation so we can see how you've arrived at the cost for each item.

Please enclose:

- **All applicants** need to submit a scan or photo of a recent bank statement or paying-in slip (dated in the last 6 months).
- **If the project involved working with children or vulnerable adults** your safeguarding children and/or vulnerable adults policy must be submitted

along with the completed application form. Please answer Yes or No. **If Yes, you must attach the relevant policy**

Declaration

Please confirm that you have read the [Terms and Conditions](#) of this grant by giving the name and role of the lead applicant (must be a member of staff OR a member of your management committee).